

# 3 Year Old Preschool Checklist Jenison Early Childhood Center



Dear Parents,

Thank you for your interest in our tuition based preschool program. Completed enrollment applications and other required documents need to be returned together to the Early Childhood Center. Partially completed applications will not be considered. There is no implied guarantee of childcare or preschool location with enrollment.

**Requirements:**

- \_\_\_ Completed Placement Contract
- \_\_\_ Child Information Record
- \_\_\_ Copy of Birth Certificate
- \_\_\_ Completed PowerSchool Application
- \_\_\_ Verification of residence:



This can be:

- A copy of current utility bill or email statement (gas, electric, water, etc),
- An assessment/property tax statement,
- A copy of rental/lease agreement (must include landlord’s telephone number),
- Or a copy of the signed buy/sell agreement from closing documents.

\_\_\_ \$50 non-refundable enrollment fee & \$100 toward 1st month’s tuition payment via PaySchool.

\_\_\_ Health appraisal and immunization records (Due September 21st, 2025)

Please return all items together. Applications will be reviewed and we will reach out if you are missing information by February. Parents will be notified of teacher placement in August 2025. Your child will not be placed until all items have been received.

We look forward to serving your family this upcoming year.

Sincerely,

*Heather LaLonde*

Heather LaLonde, Executive Director  
Jenison Early Childhood Center



## 2025-2026 Preschool Registration Process

The first step to enroll your child into Preschool for the upcoming 2025-2026 school year is to complete the Preschool registration form.

After you have completed the Preschool registration, you must register as a Jenison student. Jenison Public Schools uses an online registration form. Before you begin, it would be helpful to have the following supporting documents available:

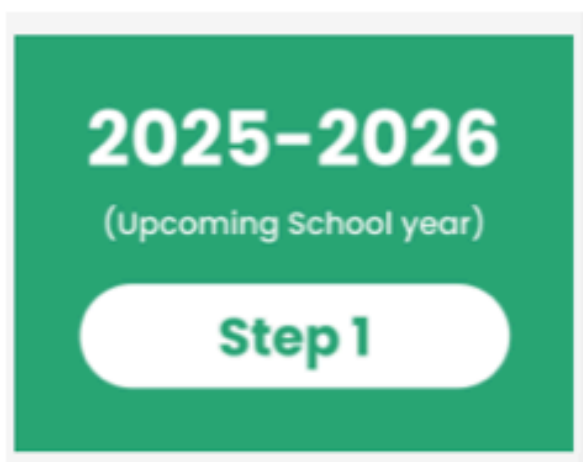
### Certified Birth Certificate

Verification of Residence - This verification can be:

- a copy of a current utility bill or email statement (gas, electric, water, etc.),
- an assessment/property tax statement,
- a copy of a rental/lease agreement (must include landlord's telephone number),
- or a copy of the signed buy/sell agreement from closing documents.

You will have the opportunity to upload these documents directly during the registration process. If you do not have them at this time, you can still complete the registration but the documents will be required prior to your child being placed in a classroom.

Go to the Jenison Public Schools website at [www.jpsonline.org](http://www.jpsonline.org), click on Enroll Now and then select the link for the Upcoming 2025-2026 school year.



Click on Create Account to create a PowerSchool Registration account. If you have created an account in the past, you can use that same account to sign in.



## Sign In

Email Address

Password

Remember me on this computer

Sign In

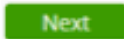
## Create Account

With an account, you can...

- Complete forms online
- Save and return to forms in progress
- Print form history

Create Account



Follow the instructions in the online registration form. Use the  button to proceed through each page in the form.

On the Student page, select the grade you want to enroll your child into. Students must reach the required age for each program by December 1.

\* Enrolling Grade

- Select -
- 3-Year Old Preschool
- 4-Year Old Preschool

Select the **Early Childhood Center** as your school preference. *(Note: Some classes may be housed at other locations.)*

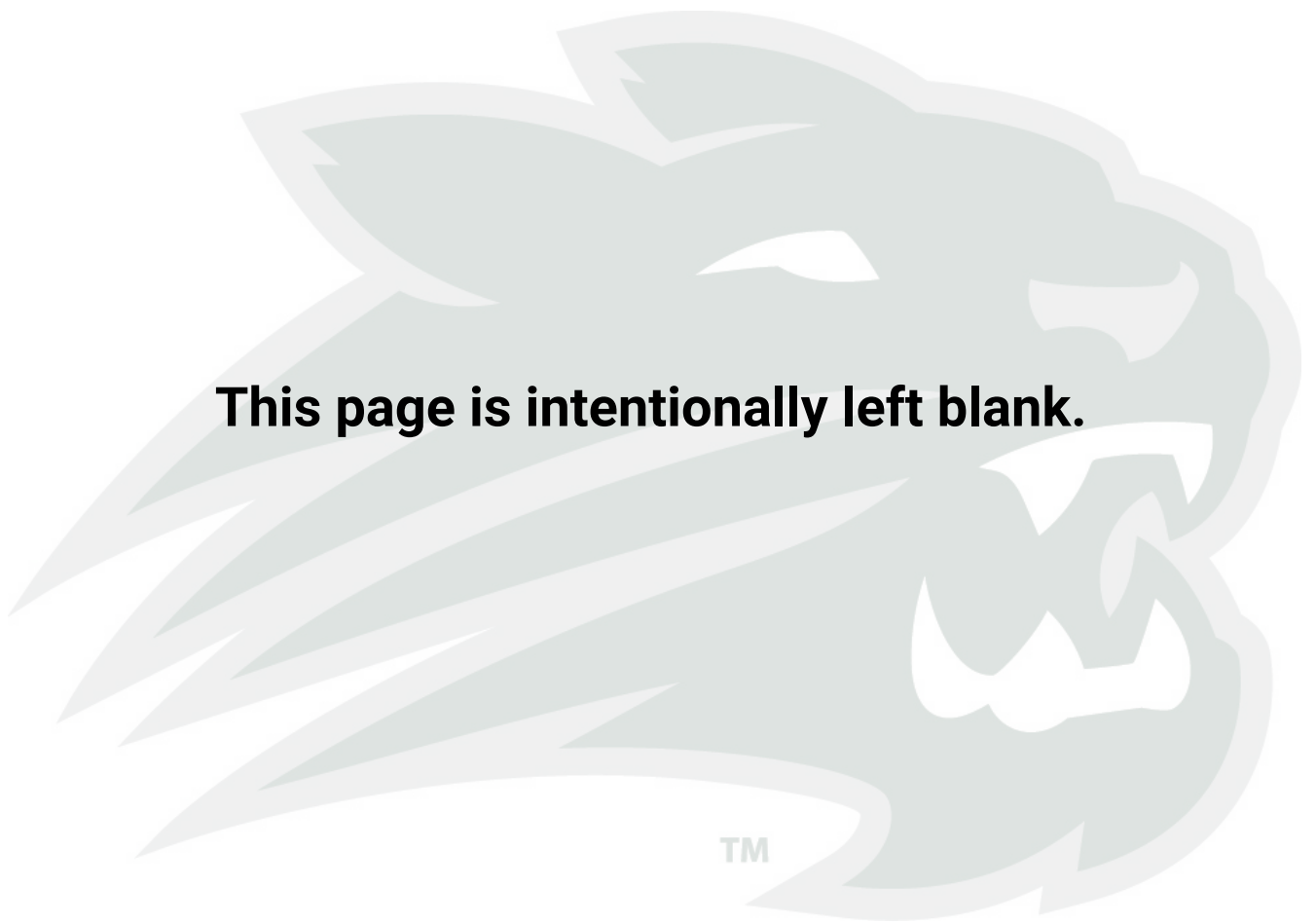
\* Enrolling School Preference

- Select -
- Early Childhood Center

Finish completing all required questions in the registration form and upload supporting documents if possible. Be sure to submit the form.

If you have any questions regarding Jenison's Preschool Programs, contact Brittany Lund, ECC Secretary, at 616-777-6534 or via email at [blund@jpsonline.org](mailto:blund@jpsonline.org).

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# 3 Year Old Preschool Contract Jenison Early Childhood Center



Name \_\_\_\_\_

Nickname \_\_\_\_\_ Gender  Male  Female

Date Of Birth \_\_\_\_\_ Primary Language \_\_\_\_\_

Please specify any allergies, medical conditions, or medications for your child. (List NONE, if not applicable)

**Parent Information**

Name \_\_\_\_\_

Date Of Birth \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

**3 Year Old Preschool Information**

**All students must be potty trained before the start of class in September.**

**All students must be 3 years old by December 1st, 2025.**

**3 Year Old Preschool is a Tuition-based Program that is billed monthly.**

I certify that my child will be 3 years old by December 1st, 2025.  Yes  No

Does your child currently nap?  Yes  No

If enrolled in Preschool Plus, will your child attend childcare everyday?  Yes  No

If no, what days will your child attend? \_\_\_\_\_

Preschool Tuition Options

Monday/Wednesday AM

Monday/Wednesday PM

Tuesday/Thursday AM

Tuesday /Thursday PM

Preschool Tuition Options

Monday/Wednesday AM & Preschool Plus\*

Monday/Wednesday PM & Preschool Plus\*

Tuesday/Thursday AM & Preschool Plus\*

Tuesday/Thursday PM & Preschool Plus\*

PRESCHOOL TUITION

\$175 PER MONTH

PRESCHOOL PLUS CARE

\$181.25

**AM Sessions: 8:15 am-11:15 am**

**PM Sessions: 12:00 pm-3:00pm**

**Rank Placement Preference**

MONDAY/WEDNESDAY AM

MONDAY/WEDNESDAY AM & PRESCHOOL PLUS\*

MONDAY/WEDNESDAY PM

MONDAY/WEDNESDAY PM & PRESCHOOL PLUS\*

TUESDAY/THURSDAY AM

TUESDAY/THURSDAY AM & PRESCHOOL PLUS\*

TUESDAY/THURSDAY PM

TUESDAY/THURSDAY PM & PRESCHOOL PLUS\*

**\*Please note Preschool Plus spaces are extremely limited, and are not guaranteed.  
Please include other preferences incase PreSchool Plus is full.**

# 3 Year Old Preschool Contract Jenison Early Childhood Center



Part I: Contract provisions provided by child care facility:

The Jenison Public Schools ECC is a State of Michigan Licensed program. The program is staffed according to applicable Licensing Rules for Child Care Centers effective January 2, 2014 through the Department of Human Services.

\*Please note changes may occur due to current requirements from the State of Michigan.

### Staff Screening Policy:

The ECC shall have the following administrative responsibilities regarding staff: All program directors meet requirements for Child Day Care Licensing Child Care Centers. Prior to their selection as a staff member all employees are subject to an interview process which includes filling out an employee application, questions, answers, comments, etc., and telephone reference checks. Jenison Public Schools requires a criminal police check on all new employees by having new staff fingerprinted. Also all employees must submit a form to the family independence agency to assist in checking new employees for child abuse and neglect. Finally, all new employees are made aware of existing child abuse, neglect laws and school policy regarding this subject matter, and proper reporting procedures.

### Program:

The Extended Day Program shall provide a program of daily activities (indoor/outdoor relationships that offer opportunities for the developmental growth of each child) in the following areas:

Program Goals:

- To provide a loving and relaxed environment where the children's physical and emotional needs are met.
- To develop respect for others, self, the environment and materials.
- To help the children develop self-control and a clear understanding of the expectation in this environment.
- To provide a routine that allows for the type of activities that the children might be involved with if they were at home.
- To provide ample opportunity to develop coordination and large motor skills through physical activity and outdoor play.
- To provide an opportunity to become independent and responsible through self-directed and individualized activities.
- To learn how to participate and function well in a mixed age group.
- This is a quality Extended Day Program that provides time for schoolwork, outdoor and indoor activities, arts and crafts, healthy snacks, and much more in a safe and caring environment.

### Toilet Trained and Hand Washing:

All program participants must be trained prior to acceptance to the program. All staff will wash hands according to health department standards.

### Late Pick Ups:

There is a 3 strike system in place for late pick ups. If you pick up your child(ren) up more than 10 minutes late you will receive a strike. On your third strike childcare services will be terminated and you will no longer be able to use the Extended Childcare Program.

# 3 Year Old Preschool Contract Jenison Early Childhood Center



Additional Contract Provisions:

Upon signing this agreement, the parent, legal guardian or responsible adult and the Extended Day Program agree to abide by all of the provisions contained in this contract. Parents are clearly stating their child is in good physical and mental health by signing this contract.

You are confirming the following:

- (a) The child is in good health with activity restrictions noted.
- (b) The child's immunizations are up-to-date.
- (c) The immunization record or appropriate waiver is on file with the child's school.

Students must be able to function appropriately in a one adult to fifteen child setting. Students must be able to be successful in a 1 adult to 15 student ratio to enroll. There is a three strike behavior program.

The signer of this application contractually agrees to assume all financial obligations and responsibilities including, but not limited to, the timely payment of tuition and fees (including late payment fees) for \_\_\_\_\_(child(ren)) to attend JPS ECC Extended Day Program. Failure to pay amounts owed will result in the discontinuation of services and possible legal action.

In witness whereof, the parties hereto have executed this contract as of the specified date:

\_\_\_\_\_  
**Parent, Legal Guardian or Responsible Adult Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Child's Printed Name**

\_\_\_\_\_  
**Date**

# 3 Year Old Preschool Contract Jenison Early Childhood Center



### Payment Agreement-

The signer of this application contractually agrees to assume all financial obligations and responsibilities including, but not limited to , the timely payment of tuition and fees (including late payment fees) for your child to attend JPS ECC Preschool. Failure to pay amounts owed may result in the discontinuation of services, late fees and possible legal action.

Preschool tuition statements will be billed on the 1st of each month, via email, beginning in September and are due on the 10th of each month. Late fees will apply. Preschool tuition is billed on a monthly rate, regardless of attendance or holidays.

Preschool Plus care will be billed weekly. Late fees will apply. Preschool Plus will be billed according to what you register for, regardless on attendance. If care is not open, you will not be charged.

**Habitual late pick-ups may result in a meeting with the director, additional fees, and/or removal from the program.**

### Consent

By checking the box below you are agreeing that you have read the above disclosure.

- I agree to the financial terms as listed.
- I understand that completion of my registration does not guarantee my placement in a program. Placements will be given in order of completed applications, where availability is available.
- I understand the 2025-2026 ECC Handbook is under review and will be posted on the JPS website as soon as it is finalized.
- I understand the \$50 non-refundable registration fee is due in order to confirm enrollment. The \$100 deposit will go towards the first months tuition payment.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

### Office Use Only

#### Application Documents

- |                         |                           |                          |
|-------------------------|---------------------------|--------------------------|
| Birth Certificate       | <input type="radio"/> Yes | <input type="radio"/> No |
| Proof of Residency      | <input type="radio"/> Yes | <input type="radio"/> No |
| PowerSchool Application | <input type="radio"/> Yes | <input type="radio"/> No |
| Contract                | <input type="radio"/> Yes | <input type="radio"/> No |
| Child Information Sheet | <input type="radio"/> Yes | <input type="radio"/> No |
| Licensing Documentation | <input type="radio"/> Yes | <input type="radio"/> No |

Placement Assigned \_\_\_\_\_



# 2025-2026 3 Year Old Preschool Child Information Record Jenison Early Childhood Center



## CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

<b>For Provider Use Only:</b>		Date of Admission	Date of Discharge		
Name of Child (Last, First, Middle Initial)					Child's Date of Birth
Address (Number and Street, Building/Apartment Number)			City	State	Zip Code
Parent/Legal Guardian's Name		Home Phone (    )	Parent/Legal Guardian's Name (Optional)		Home Phone (    )
Home Address (if not child's address)		Cell Phone (    )	Home Address (if not child's address)		Cell Phone (    )
City	State	Zip Code	City	State	Zip Code
Email Address (optional)			Email Address		
Employer Name		Work Phone (    )	Employer Name		Work Phone (    )
Name of Child's Physician or Health Clinic			Physician's or Health Clinic's Phone Number (    )		
Hospital Preferred for Emergency Treatment (optional)					
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)					

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.

See Reverse Side

**Do not leave sections blank or writing NA. Please write NONE**

**Emergency Contact & Release of Child:** List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)

1	(    )	(    )
.	(    )	(    )
2	(    )	(    )

**Release of Child Only:** List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets)

2.	(    )	2.	(    )
3.	(    )	4.	(    )

**Parent/Legal Guardian Initials:**

I give permission to Jenison Public Schools, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment for the above named minor child while in care.

**I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.**

Signature of Parent or Guardian

Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required <b>9</b> PENALTY: Rule Violation Citation.	

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.



# 3 Year Old Preschool Licensing Information Documentation Jenison Early Childhood Center

## PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Licensing and Regulatory Affairs

Child Care Licensing Bureau

### CENTER MUST CHECK ONE

The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

I have read the above statement issued by Jenison Public Schools- Early Childhood Center

Name of Child Care Center

Child(ren)'s Name(s):	
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Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

LARA is an equal opportunity employer/program.

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